

**COUNTY OF SAN DIEGO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject**

Parking Regulation for County-Administered Parking Lots

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Purpose

To set forth a Board of Supervisors' policy that establishes priorities for parking at County-owned or leased parking lots and facilitates car pools by providing priority parking for car pool vehicles.

Background

The Board of Supervisors is empowered by the Vehicle Code of the State of California, Section 21113, to impose conditions and regulations for vehicle use on County property. The Board of Supervisors has recommended that further steps be taken to control the use of County Parking Lots in order to ensure the parking policy supports the provision of services to the public and environmental goals of the County.

Policy

It is the policy of the Board of Supervisors that:

- A. Free parking for County employees on County-owned or leased parking lots is subject to availability of such lots.
- B. Parking fees may be established for general employee parking at all County-owned or leased parking lots subject to the requirements of Government Code Sec. 3500, et seq. (Meyers-Milias Brown Act). Such fees may be established by Board Resolution. County Departments/Agencies shall pay for parking fees out of their operational budget. If parking fees are established for parking structures, they will be based on market rates.
- C. Designated parking on County-owned or leased parking lots shall be provided on a priority basis in the following order:
  - 1. Disabled
  - 2. The Public (while conducting County business)
  - 3. Car pools
  - 4. County-owned vehicles
  - 5. Official County business transient (e.g., Mail Services, including private vehicles)
  - 6. County employees required to use their private vehicle to conduct County business

The terms "car pooling or ride sharing" refer to the use, on a regularly scheduled daily or weekly basis, of a private vehicle to transport two or more persons to and from their residence and work location. Parking for car pools and ride share shall be reserved and physically located as conveniently as possible for the employees concerned.

In setting priorities for reserved parking spaces for County employees' private vehicles, the operational requirements of the specific position (e.g., high in-and-out activity due to

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frequent meetings outside the office, a need to transport large amounts of files, etc.) shall be reviewed. As second priority, reserved parking for County employees' private vehicles may be designated as an employee benefit, provided that all operational requirements have been satisfied for positions at that County facility. Reserved spaces for County vehicles that are associated with employees who leave at opening of business and return at close of business shall be located on the perimeter of the facility/site, where feasible.

At multi-occupant facilities, designations for employee reserved parking spaces shall be in the following priority order:

1. Elected Official
2. Chief Administrative Officer/Assistant Chief Administrative Officer/Deputy Chief Administrative Officers
3. Department Head
4. Deputy Director

D. It shall be the responsibility of the Chief Administrative Officer to ensure that the provisions of this policy are implemented by establishing appropriate administrative procedures, preparing appropriate resolutions for specific County parking lots, and instituting such regulatory mechanisms as may be necessary and authorized by law.

E. Site-Specific Parking Policies

Site-specific parking policies may be developed at multi-occupant regional and operations centers by a Site Occupants Committee consisting of representatives of all occupant departments. Labor representatives shall be invited to meetings held by the Committee. It shall be the responsibility of the Department/Agency to enforce parking policies. The Department of General Services shall enforce, to the extent of its authority, parking policies at the request of the Site Occupants Committee.

Sunset Date

This policy will be reviewed for continuance by 12-31-2013.

Board Action

5-17-77 (79)  
11-13-84 (19)  
7-26-88 (43)  
12-12-89 (49)  
6-05-90 (43)  
9-25-90 (41)  
9-26-00 (16)  
02-27-07 (10)

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CAO Reference

1. Department of General Services
2. Chief Administrative Office/Labor Relations